

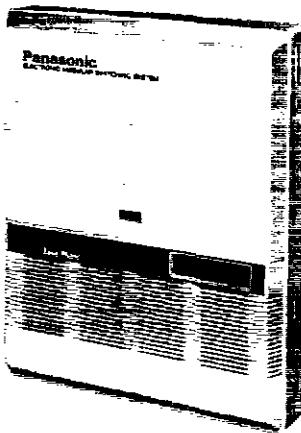
STATION USER GUIDE

For MF4 and LD telephone

Panasonic
Easa-Phone

Basic Operation

KX-T61610BE



See this Station User Guide when you use an MF4 or LD telephone as an extension.

Contents

Basic Operation

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APPROVED connection to
telecommunications systems
specified in the regulations for use
subject to the conditions for use
subject to the conditions set out in
them.

S/1010/3/M-502101

- During dialling, this apparatus may tinkle the bells of other telephones using the same line. This is not a fault and we advise you not to call Fault Repair Service.
- 999 can be dialled on the apparatus after accessing the CO line for the purpose of making outgoing calls to the BT emergency (999) service.

Quick Reference Card

TO MAKE CALLS

- Lift the handset first.
- After finishing your conversation, hang up the handset.

Detach this position

| | | | |
|--|---|---------------------------------|-------------------|
| INTER OFFICE CALLING (Intercom) | Dial extension number (21 through 36) | | |
| OUTWARD DIALLING Automatic Line Access |  Dial phone number | | |
| Individual Line Access |  | Dial CO number (1 through 6) | Dial phone number |
| SPEED DIALLING (An LD phone is not available.) |  Dial speed access code (00 through 99) | | |
| CALLING DOORPHONE | For doorphone 1 For doorphone 2   | | |

WHEN A LINE IS BUSY

| | | | | |
|--|---|------------------|--|---|
| AUTOMATIC CALL BACK BUSY (camp- on) For outside calls |  Dial CO number | Hear a busy tone |  Hear 2 beeps | Hang up handset |
| For intercom calls |  Dial Extension number | Hear a busy tone |  Hear 2 beeps | Hang up handset |
| BUSY STATION SIGNALLING |  Dial Extension number | Hear a busy tone |  | |
| LAST NUMBER REDIAL | Lift handset,  | | | • You may dial "80" instead of pressing the "#" button. |

USE OF OTHER FEATURES

| | |
|---|---|
| PAGING ALL EXTENSIONS To access |  4 4 Handset Beep Hear 1 Page Wait for an answer and talk |
| PAGING GROUP To access | <p>For pickup group 1</p>  4 5 Handset Beep Hear 1 Page Wait for an answer and talk <p>For pickup group 2 At step 2 above, dial 46 instead of 45.</p> <p>For pickup group 3 At step 2 above, dial 47 instead of 45.</p> <p>For pickup group 4 At step 2 above, dial 48 instead of 45.</p> |
| PAGING—EXTERNAL To access |  4 3 Handset Beep Hear 1 Page Wait for an answer and talk |
| PAGING AND TRANSFER To transfer a call to the paged person |  4 4 Register Recall Beep Hear 1 Page Wait for an answer and hang up • At step 2 above, dial 45, 46, 47, 48 or 43 instead of 44. |
| PAGING—ANSWER |  5 1 Handset Beep Hear 1 Talk |
| INTERCOM ALERTING MODE (An LD telephone is not available.) |  Dial extension number Beep Hear 1 Ring Wait for ring Handset Wait for tone |
| EXTERNAL FEATURE ACCESS |  Wait for a call waiting tone Register Recall 0 |

When you use an LD telephone, dial "1" instead of pressing the Register Recall button.

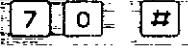
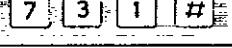
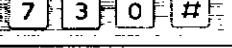
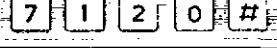
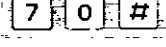
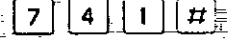
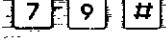
Quick Reference Card

WHILE HAVING A CONVERSATION

| | | | |
|--|--------------------|--------------------------|------------------------------------|
| CALL TRANSFER | Register Recall | Dial extension number | Announce and wait for an answer |
| To transfer after another extension answers. | Hang up handset | | |
| To transfer without announcing to the other extension. | Register Recall | Dial extension number | Hang up handset |

STATION PROGRAMMING

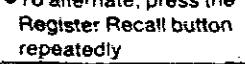
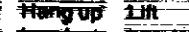
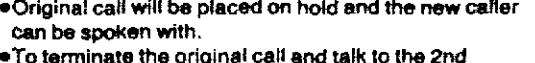
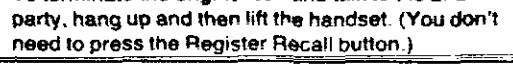
- Lift the handset first.
- After hearing a confirmation tone (1 or 2 beeps), hang up the handset.
- You may dial "0" instead of pressing the "#" button.

| | | |
|-----------------------------|---|--|
| CALL FORWARDING | Setting  Dial extension number  | To cancel  |
| DIAL CALL PICKUP DENY | Setting   | To cancel |
| DO NOT DISTURB | Setting   | To cancel |
| DATA LINE SECURITY | Setting   | To cancel |
| STATION PROGRAM CLEAR |  | |

TO RECEIVE CALLS

| | |
|----------------------|--|
| ANSWER |  handset |
| DIAL CALL PICKUP |  handset  5 0 |
| DIRECTED CALL PICKUP |  handset  5  Ring tone number |
| CALL PARK RETRIEVE |  handset  6  Parked number or  handset  6 8  Parked number |

WHILE HAVING A CONVERSATION

| | | |
|----------------|--|---|
| CALL ON HOLD |  Register Recall |  Hear 2 beeps |
| To hold | | |
| To cancel |  Register Recall | |
| CALL SPLITTING |  Register Recall |  Dial 2nd Party  To alternate, press the Register Recall button repeatedly |
| CONFERENCE |  Register Recall |  Dial 2nd Party  Consult with 2nd party |
| |  Register Recall |  3 |
| CALL WAITING |  Hear a call waiting tone |  Register Recall  Hang up handset  2 ft handset |
| | |  Original call will be placed on hold and the new caller can be spoken with. |
| | |  To terminate the original call and talk to the 2nd party, hang up and then lift the handset. (You don't need to press the Register Recall button.) |

To Make Calls

When you use an LD telephone, dial "1" instead of pressing the Register Recall button.

Inter Office Calling (Intercom)

Station to station dialling within the KX-T61610BE system.



LIFT THE
HANDSET



DIAL EXTENSION
NUMBER
(21 through 36)

Outward Dialling

Each extension can automatically select an idle CO (Central Office) line within the KX-T61610BE.

When the Least Cost Routing Feature is programmed, it may work. Refer to page 3-49 in Installation Manual.

An alternative method is to dial 8 and the CO number.

The system will access individually any of the 6 CO's.

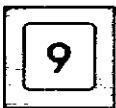
Dial the phone number within 10 seconds, after seizing the CO line.

Basic
Operation

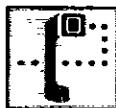
■ Automatic Line Access



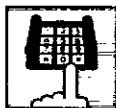
LIFT THE
HANDSET



DIAL "9"



WAIT FOR
C.O. DIAL
TONE

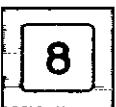


DIAL TELEPHONE
NUMBER

■ Individual Line Access



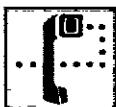
LIFT THE
HANDSET



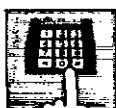
DIAL "8"



DIAL CO
NUMBER
(1 through 6)



WAIT FOR C.O.
DIAL TONE



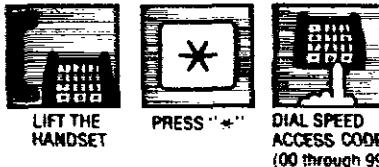
DIAL TELEPHONE
NUMBER

To Make Calls (cont.)

Basic Operation

Speed Dialling

There are 100 memory locations of system speed dialling available.

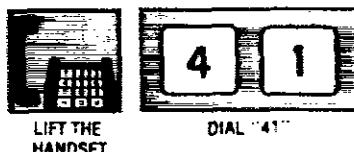


- There is no need to access a CO line
- The speed dialling is not available for an LD phone.

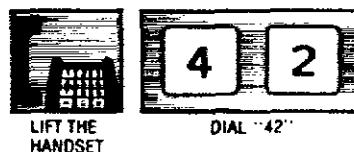
Calling Doorphone

Up to two doorphone (KX-T30865E) can be connected to the KX-T61610BE.

■ Doorphone 1



■ Doorphone 2



When a Line is Busy

Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line you have dialled is busy, you will be automatically called back when the extension or the outside line becomes free using this function.

This feature is also known as camp-on.

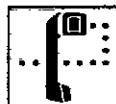
■ For outside calls



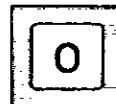
DIAL "8"



DIAL CO NUMBER
(1 through 6)



YOU WILL
HEAR A BUSY
TONE



DIAL "0"



CONFIRMATION
TONE

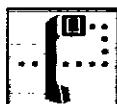


HANG UP

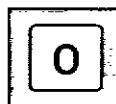
■ For intercom calls



DIAL
EXTENSION
NUMBER
(21 through 36)



YOU WILL
HEAR A BUSY
TONE



DIAL "0"



CONFIRMATION
TONE OF
2 BEEPS WILL
BE HEARD



HANG UP

■ When hearing a ring back



LIFT THE HANDSET

- When intercom calls, you will hear the ring back tone.

- When outside calls, you will hear the dial tone from CO.

- Call back busy cannot be activated on an extension which has a call on hold.

- If you make or receive a call during the camp-on mode, the camp-on mode will be cancelled.

When a Line is Busy (cont.)

Busy Station Signalling

If the extension you have dialled is busy, you can inform that extension that another intercom call is waiting by three beeps. For use of this feature, the other extension is required to be set for this feature beforehand in the KX-T61610BE.



DIAL EXTENSION
NUMBER
(21 through 36)



YOU WILL
HEAR A BUSY
TONE



DIAL "2"

- To answer, see "Call Waiting" on page 13.

Last Number Redial

The last phone number dialled on an outgoing call (CO line) can be redialed.



LIFT THE
HANDSET



PRESS "#"

- You may dial "80" instead of pressing the "#" button.

To Receive Calls

Answer



LIFT THE
HANDSET

Operation

Dial Call Pickup

Through the use of this feature, an extension user can answer any ringing extension within their own pickup group.



LIFT THE
HANDSET



DIAL "50"

Directed Call Pickup

An extension may answer an incoming call that is ringing at another extension regardless of the pickup group.



LIFT THE
HANDSET



DIAL "4"



DIAL THE
RINGING
EXTENSION
NUMBER
(21 through 36)

To Receive Calls (cont.)

Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

■ To Park a call



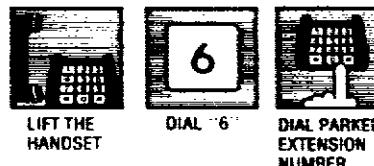
PRESS THE
REGISTER RE-
CALL BUTTON

CONFIRMATION
TONE

REPLACE
HANDSET

- Do not depress the hookswitch for more than one second, or the party will be disconnected.

■ To Retrieve a Parked Call at Any Other Extension

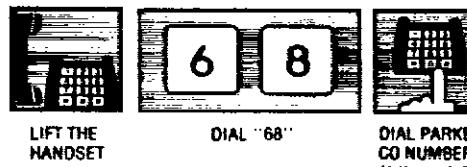


LIFT THE
HANDSET

DIAL '6'

DIAL PARKED
EXTENSION
NUMBER

- Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.



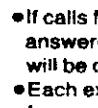
LIFT THE
HANDSET

DIAL '68'

DIAL PARKED
CO NUMBER
(1 through 6)

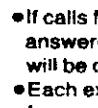


LIFT THE
HANDSET



DIAL '68'

DIAL PARKED
CO NUMBER
(1 through 6)



DIAL PARKED
CO NUMBER
(1 through 6)

• If calls from doorphones are not answered within 15 seconds, the call will be cancelled.

- Each extension has to be programmed for receiving from doorphones. See "Programmable Doorphone" on page 3-28 in the Installation Manual.

While Having a Conversation

Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call on hold may be used. Intercom and outside calls may be placed on hold.

■ To Place a Call on Hold



PRESS THE
REGISTER RE-
CALL BUTTON



CONFIRMATION
TONE OF 2
BEEPS WILL BE
HEARD

- Do not depress the hookswitch for more than one second, or the party will be disconnected.

■ To Cancel

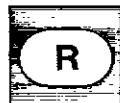


PRESS THE
REGISTER RE-
CALL BUTTON

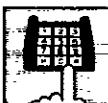
Basic
Operation

Call Splitting

Allows the station user to alternate between two parties, either Intercom or outside.



PRESS THE
REGISTER RE-
CALL BUTTON



DIAL THE
SECOND
PARTY



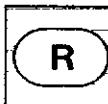
CONSULT 2ND
PARTY 1ST
PARTY ON HOLD



PRESS THE
REGISTER RE-
CALL BUTTON



2ND PARTY
ON HOLD
1ST PARTY IN
CONSULTATION.



PRESS THE
REGISTER RE-
CALL BUTTON



1ST PARTY
ON HOLD
2ND PARTY IN
CONSULTATION

While Having a Conversation (cont.)

Basic Operation

Conference

Allows for up to a three party conference, (3-inside).



PRESS THE
REGISTER RE-
CALL BUTTON
TO PUT 1ST
PARTY ON HOLD



DIAL THE
2ND PARTY



CONSULT WITH
THE 2ND PARTY



PRESS THE
REGISTER RE-
CALL BUTTON



DIAL '3'
(3-party conference)
now established

■ To Terminate Conference

Replace the handset.

- The other two parties are directly connected together and can converse with each other

Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.

This feature is required to be set beforehand in the KX-T61610BE. For programming, see page 3-24 in installation manual.



WILL HEAR
CALL WAITING
TONE



PRESS THE
REGISTER RE-
CALL BUTTON
TO PUT 1ST
PARTY ON HOLD



HANG UP



LIFT THE
HANDSET



CONSULT NEW
CALLER 1ST
PARTY ON HOLD

- When you use the hold button of a standard telephone, above-mentioned feature is not available.
- To terminate the original call and talk to the 2nd call, hang up and then lift the handset. (You don't need to press the Register Recall button.)

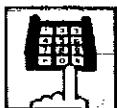
Call Transfer

Outside or intercom calls may be transferred to any extension manually.

■ To Transfer After the Other Extension Answers



PRESS THE
REGISTER RE-
CALL BUTTON



DIAL THE
EXTENSION
NUMBER



ANNOUNCE
AND WAIT
FOR AN
ANSWER



HANG UP

■ To Transfer without Announcing to the other Extension



PRESS THE
REGISTER RE-
CALL BUTTON



DIAL THE
EXTENSION
NUMBER



HANG UP

■ To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:



LIFT THE
HANDSET

- The time that the call returns to you when the transferred call is not received can be changed 30 seconds into 2 minutes.
For changing, see page 3-45 in installation manual.

■ To Change the Party to Whom a Call is Transferred before Hanging up

Press the Register Recall button to retrieve the call, then repeat the procedure of Call Transfer.

Use of Other Features

Paging All Extensions

Allows paging to all extensions.

■ To Access



LIFT THE
HANDSET



DIAL "44"



CONFIRMATION
TONE OF 1
BEEP WILL
BE HEARD



PAGE



WAIT FOR AN
ANSWER
AND TALK

- Page will be heard only from the built-in speaker of KX-T61630E, KX-T61620E, KX-T61650E, etc. It will not be heard from the built-in speaker of standard telephone.

Paging Group

Allows paging to one of four groups.

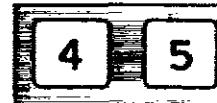


■ To Access

For Pickup Group 1



LIFT THE HANDSET



DIAL "45"



CONFIRMATION
TONE



PAGE



WAIT FOR AN
ANSWER
AND TALK

- For Pickup Group 2: At step 2 above, dial 46 instead of 45.
- For Pickup Group 3: At step 2 above, dial 47 instead of 45.
- For Pickup Group 4: At step 2 above, dial 48 instead of 45.

- Page will be heard only from the built-in speaker of KX-T61630E, KX-T61620E, KX-T61650E, etc. It will not be heard from the built-in speaker of standard telephone.

Paging—External

Allows access to external paging equipment.

■ To Access



LIFT THE
HANDSET



DIAL "43"



CONFIRMATION
TONE

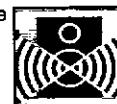


PAGE



WAIT FOR
CONFIRMATION
TONE AND TALK
OR HANG UP

■ Page will be
heard from
external
paging
equipment.



Paging and Transfer

■ To Transfer a Call to the Paged Person



PRESS THE
REGISTER RE-
CALL BUTTON
TO PUT THE 1ST
PARTY ON HOLD



DIAL "44"



CONFIRMATION
TONE



PAGE



WAIT FOR AN
ANSWER
AND HANG UP

■ At step 2 above, you
may dial 45, 46, 47, 48
or 43 instead of 44 for the
correct pickup group.

Use of Other Features (cont.)

Paging—Answer

A page from built-in speaker or external paging equipment can be answered from any extension.



LIFT THE
HANDSET



DIAL "51"



CONFIRMATION
TONE OF 1
BEEP WILL
BE HEARD



TALK

Intercom Alerting Mode

"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

- This feature is required to be set beforehand in the KX-T61610BE. For programming, see page 3-27 in installation manual.



■ Switching to Tone Alerting



LIFT THE
HANDSET



DIAL EXTENSION
NUMBER
(21 through 36)



WAIT UNTIL A
CONFIRMATION
TONE IS HEARD



PRESS "*"



RING BACK
TONE

• An LD telephone does not have this feature.

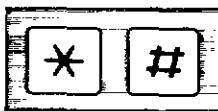
- Press the "*" button within 10 seconds after the dialling.

Pulse/Tone Conversion

If the dialling mode is required to change from the pulse mode to the tone mode in one dialling sequence, this feature is used.
(e.g. computer-accessed long distance service)



DIAL THE
PHONE
NUMBER



DIAL "* #"



DIAL THE
PHONE
NUMBER

- When you dial using this feature, you must use the line selected in the pulse mode.
- Phone number after dialling "* #" will be changed to the tone mode.
- This feature is not available for an LD phone.



Station Programming

You may dial "0" instead of pressing the "#" button.

Call Forwarding

Intercom or outside calls to your extension can be automatically forwarded to any extension within the system.

■ Setting



LIFT THE
HANDSET



DIAL "71"



DIAL THE
EXTENSION
NUMBER



DIAL "#"



HANG UP

■ To Cancel



LIFT THE
HANDSET



DIAL "70#"



HANG UP

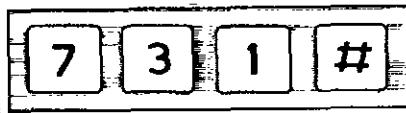
Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.

■ Setting



LIFT THE
HANDSET



DIAL "731#"



HANG UP

■ To Cancel



LIFT THE
HANDSET



DIAL "730#"



HANG UP

Part 3
Dialing Operations

Station Programming (cont.)

Do not Disturb

Each extension can be individually programmed from receiving outside or intercom calls.

■ Setting



LIFT THE
HANDSET



DIAL "7120#"



HANG UP

■ To Cancel



LIFT THE
HANDSET



DIAL "70#"



HANG UP

Intercom
Programming

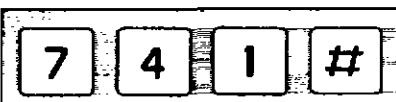
Data Line Security

This feature provides security when transmitting data through an extension of the KX-T61610BE. Call waiting tones or hold time reminder tone from the KX-T61610BE are prohibited in this mode.

■ Setting



LIFT THE
HANDSET



DIAL "741#"



HANG UP

■ To Cancel



LIFT THE
HANDSET

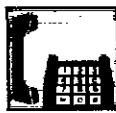


DIAL "740#"



HANG UP

■ To Dial



If the "Pickup Dial" feature do not work, hang up for over 1 second, and lift the handset again.

PICKUP HANDSET
FOR 4-SECONDS

- Dialling (speed dialling and manual dialling) is possible within 3 seconds.
- When you program for an outside call, enter the line access number, [*] [*], and then the desired number.
- The pickup dial will not be activated by picking up the handset during a hold or when receiving a call.
- Pickup Dial is not available for an LD phone.
- You can not dial "0" instead of pressing the "#" button.



Station Programming (cont.)

Station Program Clear

Dialling (79#) will clear station programs on that extension.

- The following feature can be cancelled.

Call Forwarding

Data Line Security

Dial Call Pickup Deny

Do not Disturb

Pickup Dial (Enable mode)



LIFT THE
HANDSET



DIAL "794"



HANG UP



- If dial tone (continuous tone) changes to reorder tone (intermittent tone) or a mistake is made, hang up and start again.
- Various activation tones and Ringing will be heard. (Refer to page 6-6 in INSTALLATION MANUAL.)
- If your phone is not equipped with the Register Recall button, dial 1 instead of pressing it. In this case your telephone should be in the Pulse mode.
- 999 can be dialled on the apparatus for the purposes of making outgoing calls to the BT emergency (999) Service.
- In the event of a power failure, each CO line will be connected to assigned extension if a telephone which can work even during a power failure is used as an extension **22, 23, 24, 25 or 26**.
CO2 will be assigned to extension 22.
CO3 will be assigned to extension 23.
CO4 will be assigned to extension 24.
CO5 will be assigned to extension 25.
CO6 will be assigned to extension 26.

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